

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname) GRADE & DATE		TO	ACTION	SIGNATURE (Surname) GRADE & DATE
1	JTCC	Info	Cy provided, 13 Feb 98	6	TCJ5	Info	Cy provided, 13 Feb 98
2	TCJA	Info	Cy provided, 13 Feb 98	7	TCJ6	Info	Cy provided, 13 Feb 98
3	TCJ1	Info	Cy provided, 13 Feb 98	8	TCCC-P	Coord	
4	TCJ2	Info	Cy provided, 13 Feb 98	9	TCDC	Coord	
5	TCJ3/4 TCJ3-OD	Info Info	Cy provided, 13 Feb 98 Cy provided, 13 Feb 98	10	TCCC	Appr	
SURNAME AND GRADE OF ACTION OFFICER			OFFICE SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
Lt Col Jones			TCJ8-P	256-5099		smj	
SUBJECT							DATE
Visit of Maj Gen John E. Doe, 7 March 1998							13 Feb 98
SUMMARY							
<p>1. Maj Gen John E. Doe, Director, Force Structure, Resources, and Assessment, Joint Staff, will visit USTRANSCOM on 7 March 1998. He will be accompanied by Col Phillip W. Spiker, CINC Liason Office (J8-JA10). The party will arrive in St. Louis via commercial air on 6 March at 1600. We anticipate Gen Doe will stay with his parents in St. Louis the night of 6 March; Col Spiker has quarters on base that evening. Gen Doe will depart the base via rental vehicle approx 1300 on 7 March for a commercial flight departing from St. Louis.</p> <p>2. Gen Doe is in a "listen mode" for this visit. He is prepared to discuss the JROC's expanded role, the Joint Warfighting Capability Assessments process, and the FY98 President's Budget. Purpose of the visit is to get USTRANSCOM's views, perspectives, and positions on those joint issues that are in his area of responsibility.</p> <p>3. Anticipated Command Section participation on 7 Mar: None</p> <p>4. Gen Doe will be hosted by CAPT Rader. Strawman itinerary follows:</p> <p>0845 Arrival 0900-0920 Office call with TCJ8 0920-0940 Command Presentation 0940-1000 MCC Tour/Brief 1000-1200 USTRANSCOM Briefings 1200-1300 Lunch, The Scott Club 1300 Departure</p> <p>An expanded itinerary will be forwarded upon completion. Biography of Gen Doe is at Tab 1.</p> <p>5. RECOMMENDATION. TCCC approve visit.</p>							
MICHAEL RADER Captain, USN Director, Program Analysis and Financial Management				<p style="text-align: center;">SAMPLE</p> <p>1 Tab Biography</p>			
INITIAL AF FORM 1768 W/NO COMMAND SECTION INVOLVEMENT							